



PUBLIC NOTICE

VACANCY HIGHER LEVEL TEACHING ASSISTANT

Are you a Teaching Assistant who wants to further develop your skills and take your career to the next level in the teaching profession? Or perhaps you are aspiring to become, if not already, an excellent classroom practitioner?

If so, this is an opportunity for you! The Education & Employment Directorate is seeking to employ a suitable person to fill the post of Higher Level Teaching Assistant (HLTA) within the Primary Sector of the Directorate.

The purpose of the post is to provide assistance to the class teacher by supporting teaching and learning in the school/classroom environment. In addition, the HLTA will be responsible for teaching 25% of the school teaching timetable independently, and will plan, prepare and deliver lessons and assess, record and report on development, progress and attainment of pupils.

Some of the key tasks include:

- Planning, preparing and evaluating programmes of work to cater for learning needs;
- Working with groups or individual pupils/students to support the teaching process;
- Being actively involved with the preparation of individual pupil/group work plans;
- Being fully involved with the monitoring and evaluation of the individual pupil's/group's work;
- Keeping a record of work carried out and comment appropriately on pupils' performance;
- Contributing to pupil review meetings with parents.

Applicants must be in possession of a GCSE in English and Math's at Grade C or above and have at least two years' experience of working as a Teaching Assistant or equivalent. The ideal candidate must be self-motivated, have a good interpersonal skills and have a passion for working with children.

Salary payable will range from Grade TA3, £8,235 to TA4, £8,828 per annum but is dependent upon qualifications and experience.

The Education & Employment Directorate is committed to Safeguarding and promoting the welfare of children and expects all staff to uphold these principles. All appointments are subject to the successful candidate providing satisfactory clearances, including a medical check and vetting/DBS clearance. SHG reserves the right to have information provided on the application form independently verified.

For further details about the post and a full job description, interested persons can contact Miss Kerry Lawrence, Assistant Director, Schools on telephone number 22607 or e-mail: Kerry.lawrence@sainthelena.gov.sh

Application forms are available from Corporate Human Resources and on the SHG website at: www.sainthelena.gov.sh/vacancies and should be submitted through Directors, where applicable, to Madonna Henry, Human Resources Officer, The Castle or e-mail madonna.henry@sainthelena.gov.sh by no later than 4pm on Tuesday, 21 January 2020.

SHG positively accepts applications from all members of the community regardless of race, gender, disability, age, sexual orientation, religion or belief, and will consider all applications on the basis of merit, in accordance with the person specification. All disabled applicants meeting the minimum criteria listed in the job profile will be guaranteed an interview.

Education & Employment Directorate

07 January 2020